

Goodnow Library
Board of Trustees

MINUTES

Tuesday April 5, 2011, 7:30 p.m.
Goodnow Library, Conference Room

Present: Jill Browne, Phyllis Cullinane, Lily Gordon (ch.), Esmé Green (sec.), Carol Hull, Robert Iuliano, Barbara Pryor

Call to order and approval of minutes: the meeting was called to order at 7:37p.m. Motion to approve the minutes by C. Hull; R. Iuliano seconded.

Director's Report:

- **Goals**

- Foundation: predict a good amount of time and energy will go into this over the next year.
- Hire new head of children's: Betsy officially retiring end of June. Writing job posting; consulting the document: *MLA Standards for Public Service to Children in MA*. Hope to have this posted on the MBLC website sometime in the next couple of weeks. *R. Iuliano suggested that the Trustees acknowledge Betsy and her career at the Library.*
- Resolve issues with RFID workaround: program written by Brookline doesn't work here; creating more work for circ staff, need to resolve
- Look at programming: almost nothing done here, could be an avenue for Foundation, but don't want to wait too long
- Collection development: make some improvements by using a new vendor and setting up more standing orders, automatics
- Website: also could be a Foundation thing, but that also means waiting. The Foundation will need a website too. *C. Hull suggested the possibility that the Goodnow Fund could be used to pay for the website.*
- Volunteers: Working on evaluating time, tasks and value into dollar amount. *R. Iuliano suggested that it would be a good idea to have volunteers receive and sign acknowledgment that they understand the privacy and confidentiality responsibilities of the library and abide by them. Should the volunteers be CORI'ed? E. Green will look into. Recent update: the answer is yes, they do.*
- P & P manual: doesn't seem to be one. Need the policies in one place, everyone agreed
- Look at unused/underused/misused space in building: have been cleaning out storage areas, want to look at how we can use some of the empty rooms better
- Pages: not convinced that the current system is adequate
- Finish Disaster Plan

- **Financial**
 - Due to Betsy's illness, we are going to be going over budget this year. The Town is aware there will be a shortfall, and we are asking them to help us out, but we won't know for sure until later since other departments also have shortfalls (eg. DPW). Anna has been going over the numbers and the problem is with the PT staff. Our target per payroll for staff is a little over \$15K. Right now we are actually spending a little under \$18K. There are 7 payrolls left in the FY.
 - Materials spending is behind—I am encouraging staff to spend, spend, spend!

- **Friends** – no report, meet next week

- **Personnel**
 - As I mentioned, Betsy will be retiring at the end of the FY. She is concerned that she may lose benefits, because when she comes back after she recovers, she needs to work a minimum of 20hrs/wk to earn benefits and she can't be sure she will be able to do that. Her surgery was this morning. Once she recovers, they will be hitting her with heavy duty chemo so she will feel a lot worse than she has up till now.
 - PT Jan McQuade is retiring April 20. She works a few hours a week in circ. I am taking steps to replace her as well, instead of giving her hours to other current staff. It is better for scheduling to have a bigger pool of people to work with, although I am conflicted about that too.

- **Other items:** recycling company has been changed due to poor service; new copiers are here. *R. Luliano suggested getting the dumpster emptied and then locking it until it is removed.*

Trustees' Report:

- **Military album:** Trustees view it as a Town Historical document. There was discussion about where in the Library it should be placed after the dedication. Lily will speak to Maryanne Bilodeau about the Library's expectations for the length of time it would be displayed (1 month), where it would be displayed, the stand made for it, as well as the ceremony. There was concern about the stand, and Lily said she would also ask Maryanne for a sketch. Lily will attend the ceremony representing the Library.

- **Civil War Memorial:** C. Hull filled the group in on the letter from Jack Bradshaw, who would like to give the Library money for the upkeep of the civil war statue in front of the Library. There was some discussion about ownership of the statue. There was a suggestion that the money be

funneled through the Foundation. The question "who is responsible for the statue" was raised and Esmé and Carol agreed to do some work to find the answer, but in the meantime, it was agreed that Carol would respond to Mr. Bradshaw and say that "in principle, we accept your gift."

- **Foundation update:** J. Brown updated the group on the meeting of the Goodnow Library Foundation that took place earlier in the day. She filled the group in on the events of the meeting with the Sudbury Foundation in March, where she, Bill and Barbara learned that instead of getting a 3 year grant and \$100K, they were offered a 1 year grant and \$15K. The result is that Sue Gladstone will change her approach to start bringing in donations immediately. Jill proposed a new board member, Deborah Howell. A motion to accept her as a board member was made by R. Iuliano and seconded by C. Hull.

Unfinished business:

New business:

- **Children's Summer Reading Club: Heifer Project.** *The trustees agreed unanimously that the Heifer Project was an acceptable program for the Children's summer reading project to participate in.*
- **Snapshot Day.** *There were concerns about the Library participating in Snapshot Day, so it was decided to see the results from this year, before participating fully in it.*
- **Children's Dept.** *The trustees want to think of a way to acknowledge the Children's staff for their handling of the dept without Betsy.*

Adjournment: the meeting adjourned at 10:05p.m.

Next meeting: Wednesday, May 4, 6:30 at the Library (change due to Town Meeting)